

Operator's Lesson Plan

Wanted Person File

I. Introduction

The entry of persons into IDACS and NCIC provides police officers with an immediate means to determine if a subject is wanted.

II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Wanted Persons File.

III. Entry Criteria

1. An entry in the Wanted Person File should be made immediately after:
 - a. The decision to arrest or authorize arrest has been made, and
 - b. Before entering a record of a wanted person in NCIC 2000, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized when the individual is located.
 - c. In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record **may be entered** in NCIC 2000 with NOEX as the first four characters of the Miscellaneous (MIS) Field.
 - d. If there is a limitation concerning extradition of the wanted person, such information should be placed in the MIS Field of the record.
For example:

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EXTR ADJACENT STATES ONLY
EXTR WEST OF MISS ONLY
EXTR WITHIN 1000 MILES ONLY
NOEX
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 - e. In many instances, however, no forecast of extradition can be made at the time the wanted person is entered in file because extradition is not a law enforcement decision. If at some future time the entering agency (ORI) learns that the individual definitely will not be extradited, the NCIC record must be cancelled.
 - f. Instances where an agency is absolutely certain that the wanted person will not be extradited, the individual's record must not be entered in NCIC. Such records are more appropriately maintained in the IDACS Files only. This screen is located under the drop down form menu under IDACS, In-State Only Transactions – Indiana Wanted Persons Entry (I_EW).

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2. Only the agency that holds the warrant may make an NCIC 2000 wanted person entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment.

A. ADULT

1. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is **outstanding**.
2. An individual (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
3. Probation and parole violators meeting the criteria.

B. JUVENILE

Juvenile status is determined by the laws of the state of residence of the parent, guardian, person, or agency entitled to legal custody of such juvenile. The criteria for entry are the following:

1. A juvenile who has been **adjudged delinquent** and is **subject to the jurisdiction** of the court making such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court (Category 1), and
2. Who has **escaped** from an institution or agency vested with the legal custody or supervision of such juvenile, or
3. Who has **absconded** while on probation or parole.

C. TEMPORARY FELON

A temporary felony want record, message key (MKE) ET, may be entered to establish a "want" entry when a law enforcement agency needs to take **prompt action** to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a **felony**.

1. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want record must be either canceled and a permanent wanted person record (MKE/EW) must be entered or the MKE must be modified to the permanent wanted person record MKE/EW.
2. A temporary felony want record will be automatically retired after 48 hours.

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IV. Record Retention Period

Wanted person records have an unlimited retention period. A wanted person (EW) record that has not been located or has one locate message appended with no extradition (NOEX) will remain on file indefinitely or until one of the following actions is taken to clear or cancel the record: a locate indicates extradition (EXTR), or a second locate is placed upon the record. The same rules apply to a located juvenile record (whether emancipated or not).

V. Retention Period for a temporary Felony Wanted Record

Temporary felony want records have a 48-hour retention period. A temporary felony want record will be retired at the end of 48 hours, and a \$.P. administrative message will be sent to the originating agency.

A. Person Data Entry Transaction (EW/EW-C/EWJ/EWJC/ET-C) (I_EW)

Agency/Case

1. Message Key (MKE)
 - a. Required.
 - b. Wanted (MKE/EW).

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- Wanted- Caution (MKE/EW-C).
 - Wanted Juvenile (MKE/EWJ).
 - Wanted Juvenile Caution (MKE/EWJ-C).
 - Temporary Felony (MKE/ET).
 - Temporary Felony Caution (MKE/ET-C).
 - c. A caution indicator should be added to the MKEs EW, ET, or EWJ when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.
- 2. Extradition Limitations (EXL)
 - a. Must be a valid NCIC-assigned Code.
 - b. If this field is left blank, it will default to 1 (Full Extradition).
 - 3. Notify Originating Agency (NOA)
 - a. Values are "Y" for (yes) entering agency to be notified of all hits.
 - b. "N" for (no). Defaults to "N" if yes is not entered.
 - 4. Date of Warrant (DOW/DOV)
 - a. Required.
 - b. The date entered must be earlier than or equal to the current date.
 - 5. Offense Code (OFF)
 - a. Required.
 - b. Enter a minimum of five and a maximum of twenty four alphanumeric characters.
 - c. The first four characters MUST be a valid code of the NCIC Code Manual or 8001, 8002, 8003, 8100, 8101, or 8002.
 - d. Positions five to twenty-four must be filled with a full description of the offense or literal translation.
 - e. Entry of OOC is required when OFF equals 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 8100, 8101, or 8102. MKE must be "EWJ" or "EWJC" if OFF is 8100, 8101, or 8102. If OFF is 8002, the FBI field must be included.
 - 6. Original Offense Code (OOC)
 - a. This field must be a four character numeric code.
 - b. It must be a valid code from the NCIC Code manual.

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7. Court ORI (CTI)
 - a. Court Identifier Must be a valid NCIC-2000 assigned ORI.
8. Warrant Number (WNO)
 - a. Twenty-five position alphanumeric field.
 - b. The first fifteen (15) will be sent to NCIC.
9. Caution and Medical Conditions (CMC)
 - a. When a wanted person record is entered with a caution indicator, the MKE ends with a -C, and the CMC Field must contain a valid caution and medical code.

Person Data

1. Date of Emancipation (DOE)
 - a. The DOE is mandatory when the MKE is EWJ.
2. FBI Number (FBI)
 - a. When a Wanted Person File entry contains an FBI number, the same wanted information is posted in the subject's criminal history record maintained by the FBI Criminal Justice Information Services (CJIS) Division. The FBI CJIS staff will then notify a wanting agency of subsequent fingerprints received that are identified with the wanted person. After receiving this notification, the wanting agency may file a detainer with the arresting agency.
 - b. A user may request a copy of a subject's criminal history record by placing the acronym SIR (Send Identification Record) as the last item of the MIS Field of a Wanted Person File entry that contains an FBI number.
3. Finger Print Classification (FPC)
 - a. Must be a valid NCIC code.
 - b. Must be twenty alphabetic and/or numeric characters.
4. DNA Available (DNA)
 - a. "Y" or "N".
 - b. The DNA Field has a default value of N meaning there are no DNA data available. When set to Y, then information must be contained in the MIS Field regarding obtaining this data.
12. DNA Location (DLO)
 - a. The entering agency should attempt to enter the following information in the DNA Location Field (DLO):

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1. The name of the laboratory from where the DNA sample was taken (e.g., FBI Laboratory).
2. The physical location of the laboratory (e.g., Quantico, Virginia).
3. A contact telephone number at the laboratory.
4. The ORI of the laboratory.
5. The type of DNA analysis used is mitochondrial DNA (mtDNA) or short tandem repeat (STR).
6. The Combined DNA Index System (CODIS) number, if applicable.
7. The entering agency may add information in the DLO Field, such as whether the DNA sample was typed.

Vehicle Data

1. Vehicle ID Number (VIN)
 - a. A vehicle and/or license plate may be entered as part of a wanted person record (EW, EWJ, or ET) provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.
 - b. The wanted person and stolen vehicle or license plate records should be cross-referenced in the MIS Field.
Ex: The MIS Field of the wanted person record might read SUBJ STOLE VEH BELOW-SEE NIC/V123456789, and the MIS Field of the vehicle record might contain SEE NIC/W000069216.
 - c. Records entered with the same OCA and ORI are automatically linked in NCIC 2000, and both will be returned with an inquiry on either record if the RSH Field contains Y.
 - d. When the vehicle in the record has been recovered, the vehicle data must be removed from the wanted person record.

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VI. Supplemental Entry

The purpose of a Supplemental Entry is to add additional names, DOB's and other identifiers. An Inquiry that contains any supplemental Information will result in a match which will result in a Hit Response. All fields are optional and should only be used if a supplemental entry is required. Supplemental Entry of a record is restricted to the agency that entered the record. The record for a supplemental entry is identified by the IDACS and Case Number.

B. Supplemental Data (EN/ECN/EMN/EGMN/EXSN) (I_EN)

ENTER SUPPLEMENTAL DATA (EN/ECN/EMN/EGMN/EXSN)

Requestor (RQR) _____

AGENCY/CASE DATA

Originating Agency Code (ORI) INISP0000 Message Key _____

RECORD IDENTIFYING DATA

ID Number (IDN) _____

Agency Case Number (OCA) _____

SUPPLEMENTAL AGENCY/CASE DATA

Caution and Medical Conditions (CMC) _____

SUPPLEMENTAL PERSON DATA

Alias Name (AKA) _____ Date of Birth (DOB) _____

Scars Marks and Tattoos (SMT) _____

Social Security Number (SOC) _____

Miscellaneous Number (MNU) _____

License Number (OLN) _____ State (OLS) _____ Year (OLY) _____

SUPPLEMENTAL VEHICLE DATA

Vehicle ID Number (VIN) _____

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Supplemental Person Data

A maximum of 99 AKA's, 9 DOB's, SMT's, MNU's, SOC's, OLN's, LIC's, and VIN's, 10 CMC', and 13 IMN may be added to the Wanted Person Record.

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- VII. A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

C. Enter Fraudulent Data (ENS ECNS)

Record Identifying Data

1. IDX Number (IDX)
 - a. Required.
2. Agency Case Number (OCA)
 - a. Required.
 - b. Entering Agency's Case Number.

- VIII. Detainer information may **only** be appended to a NCIC Wanted Person File records in a **located status**. When an inquiring agency receives a positive response, confirms that the subject is identical, the warrant is outstanding, and extradition is authorized, it must perform a locate transaction to place the record in a located status. If the locating agency intends to hold the individual on local chares, the locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field. The agency of the record should append any detainer

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information to its record within 5 days of the locate transaction. Appending a detainer will allow the record to remain in NCIC until extradition can occur.

D. Detainer Data Entry Transaction (DW)

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File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

DETAINDER DATA ENTRY TRANSACTION (DW)

USER DATA

User ID (UID)

Password Field (PWID)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) Date of Detainer (DOD)

Detainer Case Number (DNO)

Incarcerating Agency Identifier (IRI) Date Incarceration Starts (DIS)

Date of Sentence Expiration (DSE)

Place of Incarceration (INC)

RECORD IDENTIFYING DATA

ID Number (IDN)

Agency Case Number (OCA)

TEST INDICATOR

Test Indicator

Command:

FOX-PRIM T DP521 TRN21 LOG 0 Message 16:13

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Agency/Case Data

1. Date of Detainer (DOD)
 - a. Required.
 - b. MMDDYYYY.
2. Detainer Case Number (DNO)
 - a. Required.
 - b. Agency's Case Number.
3. Incarcerating Agency Identifier (IRI)
 - a. Required.
 - b. The nine (9) character ORI of the incarcerating agency.
4. Date Incarceration Starts (DIS)
 - a. MMDDYYYY.

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5. Date of Sentence Expiration (DSE)
 - a. MMDDYYYY.
6. Place of Incarceration (INC)
 - a. Enter a maximum of fifty free text characters which describe the place of incarceration for a Wanted Person.

E. Modify Wanted Person (MW)

PERSON DATA MODIFY TRANSACTION (MW/MT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) Wanted Person/Temporary Felon

Name of Validator (VLN)

RECORD IDENTIFYING DATA

ID Number (IDX)

Agency Case Number (OCA)

MODIFY AGENCY/CASE DATA

Originating Agency Code (ORI) Message Key (MKE)

Agency Case Number (OCA) Date of Warrant (DOW)

Notify Originating Agency (NOA) Date of Violation (DOV)

Offense Code (OFF)

Original Offense Code (OOC) Court ORI (CTI)

Warrant Number (WNO) Caution/Medical Conditions (CMC)

Linkage Agency Identifier (LKI) Linkage Case Number (LKA)

Extradition Limitation (EHL)

MODIFY PERSON DATA

Name (NM) Sex (SEX)

Race (RAC) Height (HGT) Weight (WGT)

Hair Color (HAI) Eye Color (EYE) Skin Tone (SKN)

Date of Birth (DOB) Date of Emancipation (DOE) Place of Birth (POB)

Scars Marks and Tattoos (SMT) Social Security Number (SOC)

FOX-PRIM T DPS20 TRN20 LOG 0 Message 9:21

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Record Identifying Data

1. IDX Number (IDX)
 - a. Required.
2. Agency Case Number (OCA)
 - a. Required.
 - b. Entering Agency's Case Number.

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F. Cancel Supplemental Data (XN/XCN/XMN/XXSN)

Requestor (RQR)

AGENCY/CASE DATA
 Originating Agency Code (ORI) INISP0000 Message Key

RECORD IDENTIFYING DATA
 IDX Number (IDX)
 Agency Case Number (OCA)

SUPPLEMENTAL AGENCY/CASE DATA
 Caution and Medical Conditions (CMC)

SUPPLEMENTAL PERSON DATA
 Alias Name (AKA) Date of Birth (DOB)
 Scars Marks and Tattoos (SMT)
 Social Security Number (SOC)
 Miscellaneous Number (MNU)
 License Number (OLN) State (OLS) Year (OLY)

SUPPLEMENTAL VEHICLE DATA

FOX-PRIM T DPS20 TRN20 LOG 0 Message 9:27

Agency/Case

1. Message Key (MKE)
 - a. Required.

Record Identifying Data

1. IDX Number (IDX)
 - a. Required.
2. Originating Case Number (OCA)
 - a. Required.
 - b. Entering Agency's Case Number.